

## Community Services and Recreation

### DRAFT MINUTES/APPROVED

To: Community Services Commission Members

From: Gerardo Sorkin, Director

Re: Commission Meeting April 6, 2010

Meeting was called to order at 5:36 p.m.

#### I. Attendance:

Present: Walter Heinig, Maggie Jensen, Donna Malley, Jim Marshall, Judith Meyers, Michael Pepe.

Staff: Gerardo Sorkin, Director and Carla Pelliccio, Secretary.

Absent: Thomas Balga, Krista Polinsky.

#### II. Acceptance of Minutes:

Walter Heinig made a motion to accept the Minutes of March 2, 2010, seconded by Jim Marshall.

#### III. Correspondence:

Mr. Sorkin received a copy of a letter sent by The First Selectman on March 24, 2010 to former Community Services Commissioner William Carey thanking him for his service to the commission and wishing him the best of luck.

Mr. Sorkin also shared the letter of appreciation sent by Chair Walter Heinig to American Legion Commander Dan Riccio, thanking him for his willingness to allow the Senior Center to operate out of their facility during the months that the Joyce C. Budrow Senior Center was being renovated.

#### IV. Director's Report:

##### Daycare:

##### *Enrollment:*

Preschool – all slots are filled/ 15      Wait list -11 had 1 opening/ filled opening  
School Age – all slots are filled/ 30      Wait list -5

##### *Special Events:*

-Green Week was celebrated. All students wore green on March 17<sup>th</sup> and had fun with the Leprechaun.

-They explored windy weather and discuss the spring season and Easter.

Additional activities this month: the children walked to the Library; a unit about Spring and Easter was addressed. Children made many projects, colored eggs and had an egg hunt on the playground.

*Staff trainings and Meetings:* Director Lauren Montano attended Director's Forum in Hartford. Head Teacher and Lauren Montano attended a meeting at CT Charts-a-Course for a workshop on the accreditation process. The application for AFP (Accreditation Facilitation Project) Request for Assistance. Application was reviewed and submitted.

VNA Nurse Nancy, our Health Consultant, came to check children's files, staff physicals, medication records and first aid kits.

### Counseling

*Documentation updates:* Carepath system and concurrent documentation are continuing to be utilized regularly by all counselors, and being used by Psychiatrist. The goal in the future will be to integrate the billing and scheduling components of the Carepath Electronic Medical Records (EMR) system.

New full-time staff member Angela Belli-Infante continues to be trained in her new role as support for the counseling services and billing. Additionally, a new quality assurance process has been implemented in the acceptance of client copays and insurance payment as well as in the submittal to the finance office on a weekly basis.

In response to a question raised regarding insurance by Mr. Marshall, Mr. Sorkin clarified that a sliding fee scale exists for clients who do not have insurance or who does not qualify for Medicaid or State Assistance. No client is turned away for financial reasons. Only in the event that Counseling Services is operating at full capacity, then a client may be referred to another private provider.

Mr. Sorkin indicated that the majority of the population served are adults with chronic mental illness over the age of 40, however he will be providing statistics of the average of the ages of clients served, as inquired by Mrs. Malley.

Currently in the process of applying for licensure through the Department of Public Health to begin seeing adult clients with substance abuse issues. Mr. Sorkin explained the steps in the process of obtaining this licensure and where they are in the process. This licensure will not incur any additional cost to the Counseling department, as the same counselors and infrastructure will be used. It will simply create an added value to the department.

*Public Relations:* Suzanne filmed a segment with Tony Corniello, Vice President from Harbor Health on NHTV on Monday to highlight the Counseling Services of the department.

### Senior Center:

Copies of the April 2010 *Senior Happenings* brochure of activities and events were distributed to the Commissioners.

Senior members and Senior Center staff are getting settled back in their newly renovated center. A lot of positive comments have been received as the, minor construction details continue to be addressed. Manger, Judy Amarone welcomes the Commission to host next month's meeting at the Senior Center, in which she will present and provide a tour of the facility.

An open house is planned for June 30, 2010 in the morning. All commissioners will receive invitations.

Activities: are up in running at the Center, it is as though we never closed and seniors are very happy to be back. To date the following activities have been reinstated: Bocce, Beginner Tai Chi, Wii Bowling, Monthly Sing Along, Interact Club, Quilting.

Regarding the topic of presence of defibrillators in Town facilities, Mrs. Malley mentioned that Nelson Ambulance located someone who will be donating a defibrillator to the Senior Center, which is currently in the works. Mr. Sorkin indicated that he had spoken to the Fire Chief who stated that not mandated for certain buildings in town to house defibrillators (i.e. senior center) but it is encouraged.

### Youth Services:

*Prevention/ Substance Abuse Prevention Council:* Mr. Heinig reported that currently subgroups have been formed, for example a parent subgroup, a marketing / communication subgroup, and are looking for volunteers to participate in each of these.

*The Drug Free Communities Grant* application was submitted on March 19<sup>th</sup>. They will hear in August whether the grant will be accepted.

*Prescription Medication Disposal Event:* The SAPC will host a Prescription Take-Back Program on April 24, 2010. The event will be at Fire Headquarters from 10:00am to 2:00pm. Fliers for this event were distributed to all commissioners.

*The 2<sup>nd</sup> Annual Community-Wide Forum* took place on March 16, 2010 at 7pm at North Haven High School. North Haven parents presented on the susceptibility of prescription drug use and abuse. Information was provided about prescription opiate medications that may put our youth at risk.

*Rotary Club Discussion:* Nancy Leddy attended a North Haven Rotary Club meeting on 3/16/10 as they are strong supporter of the SAPC. An article covering this event that ran in the North Haven Advisor was passed around.

*The first "Friday Night Fun Night,"* available to North Haven Middle School students took place on March 19<sup>th</sup> at the Recreation center. 50 students attended the Dance, where 20 students who took an after school DJ class had the opportunity to spin their own music. The next two events will be:

April 16, 2010 – Bingo and Obstacle Course

May 21, 2010 – Dance

Mrs. Meyers asked if any actions were in place surrounding the issue of bullying. Mr. Sorkin reminded that an Anti-Bullying presentation took place a few months earlier at the Library to address the issue. He also discussed the infrastructure that exists at the schools to address these issues, such as the school social workers and counselors and administration.

### Community Services

On March 19<sup>th</sup>, an article ran in the North Haven Citizen highlighting the services that Community Services offers the community, specifically as it relates to Food Bank, Toy Bank and the Emergency fund. Copies of this article were distributed to all commissioners.

*Monthly Food Bank Statistics for March 2010:* 783 meals were distributed in the month, compared to 495 meals from the previous month. The increase can be attributed to the following two factors:

- The 3/19/10 article created additional exposure.

- Many household have begun visiting the food bank more than once a month. This concept has begun being actively promoted and offered among food bank recipients as more cases of hardship are being brought to the Department's attention.

*Easter Basket Distribution:* For a second year in a row, thirty Easter baskets were donated to the Department of Community Services and Recreation by the North Haven High School National Honor Society. Distribution of baskets took place on Thursday, April 1<sup>st</sup>

*Energy Assistance Program:* Energy Assistance application appointments continue, but has slowed down. Statistics as to how many applications have been processed for the energy season will be provided at the next meeting.

*Earth Day Celebration:* Event hosted by the Clean Energy Task Force on 4/24/10 from 10am-12pm at the Middle School. Community Services has been invited to attend and Mr. Sorkin will be representing the department at this event. Brochures of events, activities and/or services offered will be distributed at the table.

*23<sup>rd</sup> Annual PTSA Road Race:* Will be taking place on Sunday, April 11, 2010. Sponsorship dollars come from the Community Outreach Fund.

#### V. Finance Report:

The February 2010 budget reports were reviewed by the Commission (report ending February 28, 2010).

*Community Services:* February 2010 snapshot of Community Services expenditures:  
bottom line under budget YTD = 57.0%

*Welfare:* February 2010 snapshot of Welfare expenditures (eviction related expenses):  
bottom line over budget YTD = 66.5%.

*Senior Center:* February 2010 snapshot of Senior Center expenditures:  
October bottom line under budget YTD = 58.5%

*Daycare:* Snapshots of expenditures through the Daycare grant were reviewed:  
*March* 2010 snapshot: -\$8,162.00

*The Daycare Yearly Recap* was provided for 2009.

*The net cost to the Town to operate the Daycare Care in 2009* was \$2,571.35.

In light of the Budget Referendum occurring after the commission meeting, Mr. Sorkin provided the commission with a snapshot proposal for the 2010-2011 fiscal year. He stated that a 0% increase has been proposed.

*Special Funds :* Mr. Sorkin asked the commissioners to review the monthly snapshot of the Special Funds, as of February 28, 2010.

*Emergency Fund:* balance of \$54,650.21

*Outreach Fund:* balance of \$23,007.74

Mr. Sorkin reminded the commissioners that four subcategories have been established within the fund: food, toys, fuel and miscellaneous. Mr. Sorkin will have a detailed breakdown of these subcategories and the amounts that exist in each at the next meeting.

#### VI. Old Business:

Regarding the question of attendance policy, no formal one appears to be in place that applies to the commissions. However according to the suggestion of the Town Attorney Bill Ryan, the first course of action should be that the Chair of the Commission reach out to the absent commissioner to have a conversation of their intentions.

Regarding the currently vacant commission position (formerly held by Mr. Carey), Mr. Heinig will follow up with the First Selectman to discuss the process of securing a new commissioner.

VII. New Business:

Manger, Judy Amarone welcomes the Commission to host next month's meeting at the Senior Center, in which she will present and provide a tour of the facility. Walter Heinig made a motion to host the meeting at the Senior Center next month, seconded by Jim Marshall. All were in favor.

VIII. Public Participation:

No participation.

IX. Adjournment:

Walter Heinig asked for a Motion to Adjourn, seconded by Maggie Jensen. The meeting was adjourned at 6:32 p.m.

The next meeting will take place on May 4, 2010 at the newly renovated Joyce C. Budrow Senior Center, located at 189 Pool Rd.